

immediately forward a copy of the relevant sections of the Agency standards of conduct to that organization.

(d) Whenever a regular or special employee begins or terminates his or her employment with Peace Corps, the Office of Personnel Policy and Operations shall provide that employee with a copy of the rules found in §307.735-304 restricting a person's employment after leaving Peace Corps. Personnel shall also notify the DAEO when an employee terminates. One year after the date of termination the DAEO will instruct the Contracts Office to remove from the master list any organizations with which the terminated employee was associated unless other current employees are associated with those organizations. Six years after the date of termination the DAEO will destroy the statement of employment and financial interests.

PART 308—IMPLEMENTATION OF THE PRIVACY ACT OF 1974

Sec.

- 308.1 Purpose.
- 308.2 Policy.
- 308.3 Definitions.
- 308.4 Disclosure of records.
- 308.5 New uses of information.
- 308.6 Reports regarding changes in systems.
- 308.7 Use of social security account number in records systems. [Reserved]
- 308.8 Rules of conduct.
- 308.9 Records systems—management and control.
- 308.10 Security of records systems—manual and automated.
- 308.11 Accounting for disclosure of records.
- 308.12 Contents of records systems.
- 308.13 Access to records.
- 308.14 Specific exemptions.
- 308.15 Identification of requesters.
- 308.16 Amendment of records and appeals with respect thereto.
- 308.17 Denial of access and appeals with respect thereto.
- 308.18 Fees.

AUTHORITY: 5 U.S.C. 552a.

SOURCE: 50 FR 1844, Jan. 14, 1985, unless otherwise noted.

§ 308.1 Purpose.

The purpose of this part is to set forth the basic policies of the Peace Corps governing the maintenance of systems of records containing personal information as defined in the Privacy

Act of 1974 (5 U.S.C. 552a). Records included in this part are those described in the aforesaid Act and maintained by the Peace Corps and/or any component thereof.

§ 308.2 Policy.

It is the policy of the Peace Corps to protect, preserve and defend the right of privacy of any individual as to whom the agency maintains personal information in any records system and to provide appropriate and complete access to such records including adequate opportunity to correct any errors in said records. It is further the policy of the agency to maintain its records in such a fashion that the information contained therein is and remains material and relevant to the purposes for which it is collected in order to maintain its records with fairness to the individuals who are the subject of such records.

§ 308.3 Definitions.

(a) *Record* means any document, collection, or grouping of information about an individual maintained by the agency, including but not limited to information regarding education, financial transactions, medical history, criminal or employment history, or any other personal information which contains the name or personal identification number, symbol, photograph, or other identifying particular assigned to such individual, such as a finger or voiceprint.

(b) *System of Records* means a group of any records under the control of the agency from which information is retrieved by use of the name of an individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

(c) *Routine Use* means, with respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected.

(d) The term *agency* means the Peace Corps or any component thereof.

(e) The term *individual* means any citizen of the United States or an alien lawfully admitted to permanent residence.